

COURT OF APPEAL, SECOND APPELLATE DISTRICT, DIVISION _____	Court of Appeal Case Number:
	Superior Court Case Number:
ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, state bar number and address</i> ):   TELEPHONE NO.: _____ FAX NO. ( <i>Optional</i> ): _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____	FOR COURT USE ONLY
APPELLANT:  RESPONDENT:	
<b>APPLICATION FOR EXTENSION OF TIME TO FILE</b>	

I (*name*): \_\_\_\_\_

1. request that the time to file (*check one*):

☐ Designation of Record      ☐ Case Information Statement

☐ Other: \_\_\_\_\_

now due on (*date*): \_\_\_\_\_ be extended to (*date*): \_\_\_\_\_

2. I have received

☐ no previous extensions to file the above.

☐ (*Number of extensions*): \_\_\_\_\_ extensions by stipulation totaling (*total number of days*): \_\_\_\_\_

(*Number of extensions*): \_\_\_\_\_ extensions from the court totaling (*total number of days*): \_\_\_\_\_

3. The reason I need an extension to file the above is (*please specify*): (Attach a separate sheet if necessary)

For attorneys filing application on behalf of client:

☐ I certify that I have delivered a copy of this application to my client (Cal. Rules of Court, rule 8.60).

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE OF PARTY OR ATTORNEY)

CASE NAME:

CASE NUMBER:

NOTICE: A copy of this document must be mailed or personally delivered to the other party or parties to this appeal. YOU MAY NOT PERFORM THE MAILING OR DELIVERY YOURSELF. You must have a person who is at least 18 years old complete the information below and mail (by first-class mail, postage prepaid) or personally deliver the front and back of this document. When the front and back of this document have been completed and a copy mailed or personally delivered, the original may then be filed with the court.

## PROOF OF SERVICE

☐ Mail ☐ Personal Service

1. At the time of service I was at least 18 years of age and not a party to this legal action.
2. My residence or business address is *(specify)*:
3. I mailed or personally delivered a copy of the *Application for Extension of Time to File (Civil Case)* as follows *(complete either a or b)*:
  - (a) ☐ **Mail.** I am a resident of or employed in the county where the mailing occurred.
    - (1) I enclosed a copy in an envelope **and**
      - (a) ☐ **deposited** the sealed envelope with the United States Postal Service, with the postage fully prepaid.
      - (b) ☐ **placed** the envelope for collection and mailing on the date and at the place shown in items below, following our ordinary business practices. I am readily familiar with the business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service, in a sealed envelope with postage fully prepaid.
    - (2) The envelope was addressed and mailed as follows:
      - (a) Name of person served:
      - (b) Address on envelope:
      - (c) Date of mailing:
      - (d) Place of mailing *(city and state)*:
  - (b) ☐ **Personal delivery.** I personally delivered a copy as follows:
    - (a) Name of person served:
    - (b) Address on envelope:
    - (c) Date of mailing:
    - (d) Place of mailing *(city and state)*:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE OF PARTY OR ATTORNEY)